



RWANDA UNION OF THE BLIND
UNION RWANDAISE DES AVEUGLES

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RWANDA UNION OF THE BLIND (RUB)

JOB VACANCY ANNOUNCEMENT

Rwanda Union of the Blind (RUB) is looking for one (1) Finance officer and two (2) Special Needs Education Coordinator (SNECO)	
Project	Strengthening Educational Inclusion for and with Girls and Women with Visual Impairments in Rwanda
Job titles	Finance officer and Special Needs Education Coordinator (SNECO)
Place of work	RUB Head office, Kigali GATSIBO and MUSANZE for 2 SNECOs
Line manager for finance officer	RUB finance and administration manager
Line Manager for SNECO	Project coordinator
Duration and type of Contract	Full time and annual renewable subject to performance and availability of funds
Application deadline	October 2 nd 2026

1. Organizational background

Rwanda Union of the Blind (RUB) is a national organization committed to promote the rights, inclusion, education, empowerment and socio-economic well-being of blind and partially sighted persons in Rwanda.

The Rwanda Union of the Blind (RUB) is a non-governmental organization that was founded in August 1994 as a National unified voice for persons with visual impairment. After registering with the Rwanda Governance Board under the legal personality number 60/05 on 16/03/1995, and complies with the new law No 058/2024 of 20/06/2024 and related regulations. RUB works towards the improvement of the situation of blind people through education and rehabilitation to facilitate meaningful equality and integration. RUB holds membership in 2 National umbrellas including UPHLS and NUDOR and also affiliated to the African Union of the Blind (AFUB) and the World Blind Union (WBU). The organization has 64 well established branches in all districts of the country and all those branches managed by persons with visual impairment themselves. RUB' activities aim at improving the living conditions of Blind and Partially Sighted (BPS) persons through advocacy,

promoting the education of blind and partially sighted persons, capacity development of members and rehabilitation program/service.

OUR MISSION: To work towards the improvement of the situation of blind people through education and rehabilitation to facilitate meaningful equality and integration.

1.1. Vision

The vision of RUB is to 'achieve a situation where people with visual impairment enjoy the same rights as other citizens, receive rehabilitation and education and have equal access to employment'.

1.2. Mission

RUB's mission is to 'work towards the improvement of the situation of people with visual impairment through rehabilitation and education to facilitate meaningful equality and integration into the society'.

1.3. Objectives

With the purpose of improving the living condition of Blind and partially sighted persons in Rwanda, RUB sets the following objectives to guide its strategic implementations:

- i. Bring together persons with visual impairment in a national organization to promote their fundamental rights;
- ii. Raise awareness on needs, potentials, and aspirations of persons with visual impairment in Rwanda;
- iii. Advocate for access to education and rehabilitation of persons with visual impairment through dialogue with the government and other partners in development;
- iv. Seek support to provide adequate and appropriate services to persons with visual impairment;
- v. Promote prevention of visual impairment through dialogue with relevant authorities;
- vi. Promote the inclusion of persons with visual impairment in sport and cultural activities.

2. About project

Under support from the Marga Schulze Foundation through CBM, RUB is implementing a multi-year project 2026-2028 to advance educational inclusion and equitable learning opportunities for blind and partially sighted girls and women in Rwanda.

The project recognizes that girls and women with disabilities experience multiple and intersecting barriers to education. These may include inaccessible learning environments and materials, limited availability of appropriate support, negative social attitudes, inadequate teacher preparation, financial constraints, and limited opportunities for participation in decisions that affect their education and future.

Children with disabilities in Rwanda continue to face significant barriers to accessing, participating in, and completing education. Girls with disabilities may experience additional barriers because of the intersection of disability and gender. These challenges can be particularly pronounced in rural and emergency-affected communities.

The proposed project therefore seeks to move beyond simply increasing access to schools. It aims to support **meaningful participation, retention, learning, progression and empowerment**, while strengthening schools and communities to become more inclusive of all learners.

A central element of the project will be the development and testing of practical approaches to inclusive education that can generate evidence and learning for wider application in Rwanda.

2.1 Overall Objective

To identify, support and empower girls and boys with disabilities, both in and out of school, particularly in rural and emergency-affected areas of Rwanda, with a specific focus on improving educational opportunities and outcomes for girls and women with visual impairments.

2.2 Specific Objectives

1. Identify girls and boys with disabilities who are in and out of school across selected rural and emergency-affected contexts in Rwanda and assess their individual and educational support needs.
2. Provide identified girls and women with visual impairments with appropriate and comprehensive support to enhance their enrolment, participation, retention, learning and progression.
3. Support selected schools to develop and implement a holistic approach to inclusion that enables all learners, including learners with disabilities, to participate and learn equitably.
4. Empower women with visual impairments with knowledge, skills and opportunities in human rights, social justice and advocacy, enabling them to contribute to policy, practice and decision-making on disability inclusion and gender equity.

RUB is therefore inviting **qualified Rwandans with or without disabilities** to apply for this opportunity.

3. Position Information

3.1 finance officer

Position	Finance Officer
Main Purpose of the Position	The Finance Officer will be responsible for supporting the effective management of RUB's financial resources and ensuring that financial transactions, accounting records, budgets, financial reports, and donor funds are properly managed and accounted for.
Key Responsibilities	The successful candidate will contribute to strong financial controls, transparency, accountability, and compliance with RUB policies, donor requirements, and applicable laws and regulations in Rwanda. • The Finance Officer will: • Maintain accurate and up-to-date accounting records. • Record and process financial transactions in a timely and accurate manner. • Prepare payment vouchers and ensure adequate supporting documentation and authorization.

- Maintain cashbooks, ledgers, accounts payable and receivable records.
- Conduct regular bank, cash, and ledger reconciliations.
- Support the preparation and monitoring of annual and project budgets.
- Prepare monthly, quarterly, annual, and donor financial reports.
- Monitor expenditure against approved budgets and provide variance analysis.
- Maintain accurate financial records for donor-funded projects.
- Monitor donor expenditure and compliance with grant agreements.
- Support payroll preparation and applicable statutory obligations.
- Maintain proper controls over cash, bank accounts, petty cash, and organizational assets.
- Support internal and external audits and follow up on audit recommendations.
- Ensure compliance with RUB financial policies, procedures, and internal controls.
- Identify financial risks and recommend appropriate corrective measures.
- Provide financial guidance and support to program and management teams.
- Maintain confidential and well-organized financial documentation.
- Report suspected fraud, financial irregularities, or misuse of funds through appropriate channels.

Qualifications In **academic Qualifications**, applicants should meet the following requirements:

- Bachelor's degree in **Accounting, Finance, Business Administration, Economics, or a related field** from a recognized institution.

Professional Experience

- At least **three (3) years of relevant professional experience** in accounting or financial management.
- Experience in an NGO, civil society organization, organizations of persons with disabilities, or donor-funded project is an advantage.
- Demonstrated experience in budgeting, financial operations, reporting, and audit preparation.
- Experience in donor financial reporting and grant management is highly desirable.
- The candidate should demonstrate:
- Strong accounting and financial management skills.
- Excellent numerical and analytical abilities.
- Good knowledge of budgeting and financial reporting.

Required Skills and Competencies

- Knowledge of internal controls and audit processes.
- Proficiency in **Microsoft Excel and accounting software**.
- Strong attention to detail and accuracy.
- Excellent organizational and time-management skills.
- Ability to work independently and meet deadlines.
- Good communication and interpersonal skills.
- High levels of integrity, confidentiality, and professionalism.
- Commitment to accountability, transparency, inclusion, and disability rights.

3.2 Special needs education coordinator (SNECO)

Position	Special needs education coordinator (SNECO) The Special Needs Education Coordinator will be responsible for coordinating and providing technical expertise for RUB's special and inclusive education interventions.
Main Purpose of the Position	The position will work closely with learners, families, teachers, school administration, local authorities, organizations of persons with disabilities, and other stakeholders to promote inclusive and accessible education for Blind and Partially Sighted learners and other special educational needs.
Key Responsibilities	SNECO will: • Ensure the implementation and coordination of RUB's special and inclusive education programmes. • Improve access to quality and accessible education for blind and partially sighted learners. • Strengthen the capacity of teachers, schools, parents, and other stakeholders to support learners with disabilities. • Promote the use of Braille, assistive technology, accessible learning materials, and inclusive teaching approaches. • Strengthen collaboration between RUB and relevant education stakeholders. • Contribute to evidence-based advocacy and policy engagement on inclusive education. • Monitor and document education programme results, lessons learned, and good practices.
Qualifications	In academic Qualifications, applicants should meet the following requirements: • A Bachelor's degree in Special Needs Education, Inclusive Education, Education, Disability Studies, Educational Psychology, or a related field
Professional Experience	• At least three (3) years of relevant professional experience in special needs education, inclusive education, disability programming, or a related area. • Demonstrated experience working with blind and partially sighted learners is highly desirable. • Knowledge of inclusive education policies, approaches, and practices. • Knowledge of Braille, assistive technology, and accessible learning materials is an advantage. • Experience in training, mentoring, programme coordination, monitoring, and reporting • Experience in an NGO, civil society organization, organizations of persons with disabilities • The candidate should demonstrate:

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- Strong knowledge of special and inclusive education.
- Excellent programme coordination and organizational skills.
- Strong communication and interpersonal skills.
- Ability to work effectively with persons with disabilities and diverse stakeholders.

**Required Skills
and
Competencies**

- Good analytical, report-writing, and documentation skills.
- Ability to work independently and as part of a team.
- Strong computer skills, particularly Microsoft Office applications.
- Good advocacy and stakeholder engagement skills.
- Commitment to disability rights, equality, inclusion, and safeguarding.
- Knowledge of Braille is an added advantage
- Safeguarding and Professional Standards

4. How to Apply

Interested and qualified candidates should submit the following documents:

- I. Application **letter** addressed to the RUB **Executive Director**, specifying the position your are applying for.,
- II. An updated **Curriculum Vitae (CV)** with contact details of at least three referees.
- III. Copies of relevant academic and professional certificates.
- IV. A copy of a valid identification document.

Applications should be submitted as hard copy to RUB office located at Nyarugenge district, Muhima sector, Amahoro cell, Kabirizi village, KN7 Ave poids lourds Road not later than October 2nd 2026 at 12Pm:00

Only shortlisted candidates will be contacted.

5. Equal Opportunity and Inclusion

RUB is committed to **equal opportunity, diversity, and inclusion** in its recruitment processes. **Qualified persons with disabilities and women are strongly encouraged to apply.**

RUB reserves the right to verify the information provided by applicants and to conduct appropriate reference and background checks before appointment.

Approved by



MUGISHA Jacques

Executive Director/RUB